

**CLARENCE SENIOR CITIZENS, INC.
4600 THOMPSON ROAD
CLARENCE, NY 14031**

REGULAR BOARD MEETING

Date: January 12, 2006

Meeting called to order at 9 a.m. by Chairman, Pete Murto.

ROLL CALL - SIGN IN:

PRESENT:

Board: Sandy Baker, Jim Blum, Gene Carlozzi, Bob Hoag, Pete Murto, Pat Schanzer, Edna Scherf, Don Stiglmeier, Barb Ucci, Ruth Weaver, Bill Westley, Darrell Young, Dick Zelawski.

Executive Director: Janice Whittier

Town Board Liaison: Pat Casilio, Jr.

EXCUSED:

Board: Paul Corbelli, Bill Dickman

ABSENT:

None

INTRODUCTIONS: Darrell Young, new Board member, was introduced and gave a brief background.
Pat Casilio, Jr., new Town Board Liaison, was introduced.
Both were welcomed by the Chairman.

INSTALLATION: Town Supervisor, Kathleen Hallock, installed the Board officers for 2006.

SECRETARY'S REPORT: Jim Blum

Secretary commented that Executive Director had asked to add a revised comment regarding request for use of bus to take members to a class that had been moved to the Legion Hall.

Motion to strike sentence added by Executive Director regarding use of bus. Motion by Edna Scherf, second by Gene Carlozzi. Motion carried - All in favor.

Motion to approve minutes with the above change by Dick Zelawski, second by Darryl Young.
Motion carried - all in favor.

Secretary then made two comments regarding member questions.

First, a request was made to be sure that the person's name and a specific agenda item or subject be given before each comment so that an accurate record could be made.

Second was that, since the question was directed to the full Board, the answers should be clearly Board positions that are understood and approved by the full Board.

TREASURER'S REPORT: Gene Carlozzi

The audit for 2005 is being prepared.

Financials for December and year end are not ready yet.

The safe is installed.

CHAIRMAN'S REPORT: Pete Murto

Reminder to Board Members and Committee Chairs - Primary responsibility of the Board is to set policy. Primary responsibility of committees is to review, evaluate and provide recommendations to the Board. The staff is responsible for performing the execution (doing the work) of the Board policies.

Annual Officer and Committee Reports - To Kyle by Tuesday, January 17, 2006.

EXECUTIVE DIRECTOR'S REPORT: Janice Whittier

Month results: Active members 979, Guests 4, SCCP 21, Attendance 1359, Meals served 763,
Bus riders 250, Bus miles 984

2005 Totals: Active members 979, Guests 86, SCCP 263, Attendance 19,817, Meals served 8310,
Bus riders 2,958, Bus miles 21,679

Bus Repair Problems - Bus not available 13 days in December 2005. Has now been at Bison Ford since
January 3, 2006

Staff Evaluations - Completed.

"Successful Boards" Booklet - Will buy enough for everyone on the Board.

TOWN BOARD LIAISON REPORT: Councilman Pat Casilio, Jr.

I'm glad I got this appointment. My father is here often.

COMMITTEE REPORTS**Building and Grounds:** Don Stiglmeier

- 1) Business Manager's New Furniture - Installed with new office rearrangement. Still needs work on doors for hutch and switch of a work surface.
- 2) Safe - Parks Department picked up safe from Office Max and installed as part of office rearrangement. List price - \$537.50, Office Max price - \$429.99, we paid \$300. Board had approved up to \$350.

- 3) Office Reconfiguration - Essentially complete. Excellent job by Parks Department.
- 4) Dining Room Tables - Parks Department thinks legs aren't getting locked in properly. Parks will install new legs if we need them. Need a member of the committee to take responsibility for this item and determine if this is an education problem or a repair need.

Finance: Bob Hoag

2005 Annual Audit - Auditor (Milewicz) will commence working on the annual audit.

Year 2000 IRS Issue - Wrong date on delay request by Tirone (CPA). Over \$1,500 penalties and interest so far. Current auditor (Milewicz) handling. Still in holding mode.

Activities Budget - Staff to prepare for February meeting.

Non-Budget Expenditures Authorizations- Finance Committee to consider the proposed policy appendix to the Administrative Manual.

Legislative & By-Laws:

Administrative Manual - Update has been sent to all Board members for review.

Long Range Planning: Bill Westley

Committee will meet before the next Board meeting.

Membership: Edna Scherf (Pat Schanzer)

Previous chair will meet with the new chair and hand over reports.

Nutrition: Ruth Weaver

Kitchen is running very smoothly.

Personnel: Dick Zelawski

Staff salary proposal will be presented during Executive Session.

Program & Publicity: Barb Ucci

Committee had a very productive meeting regarding the proposed Bazaar.

Transportation: Paul Corbelli (Sandy Baker)

Sandy Baker handed out proposed flyer requesting whether there was interest in other possible bus schedules. Board to review for possible inclusion with newsletter.

MEMBERSHIP COMMENTS ON AGENDA ITEMS (1 minute limit)

Ruth Haas - Why can't Board meetings be taped?

- How many members do we have by category? Singles, Couples, Associates, non-residents, etc.

Rosemond Ruhland - Some Board members speak softly and it is difficult to hear them.

Janet Vito - 'Draft' appeared on pages 2 and 3 of the 11/10/2005 minutes.

- Why was draft of December 8 minutes taken down from posting after only 4 or 5 days?
- Could the Board Agenda be posted?
Answer - Chairman asked Executive Director to post the Board Agenda when it is sent out to the Board.

Lil Beverage - We are anxiously awaiting the new budget for Activities. We hope it is based on needs and past experience.

OLD BUSINESS

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION PROGRAM -

Performance Evaluation Committee consisting of Executive Committee and Personnel Chair met and did an evaluation using the new procedure. The Chairman and Vice-Chairman reviewed the results with the Executive Director. This is the first use of the more formal procedure.

ADMINISTRATIVE MANUAL - Copies have been sent to all Board members. Review and present any recommended changes at next meeting. Hope to finalize at next meeting.

MEMBERSHIP HANDBOOK - New Membership Committee chair to meet with Committee and provide recommendation to Board at next meeting

ANNUAL MEETING -

- Date - 4th Thursday of January (January 26, 2006) at 1:30pm.
- Committee Reports - Date due to staff - Tuesday, January 17, 2006
Can be sent by E-mail, fax or copy delivered.
- Format - Presentations by Chairman, each Committee Chairperson, Executive Director and Program Coordinator followed by questions from audience.

POLICY ON POLITICAL CANDIDATES - Chairman requests a recommendation from the By-Laws Committee.

BOARD TRAINING - Bill Westley proposed that we purchase "Successful Boards" booklets and use them as background for training. Executive Director will arrange to get enough booklets to cover Board members who don't have one. Plan is to have half hour sessions after Board meetings except when meeting runs too long. Assignment for February training is to get booklet and scan table of contents and overall book. For future meetings we will select a specific chapter to study.

NEW BUSINESS

ANNUAL MEETING DATE - By-Laws need to be updated for Annual Meeting Date and all other meeting dates recently changed. Referred to By-Laws Committee.

GOOD OF THE CENTER

Ruth Haas - What will you do with the proposed bus rider's handout?

After some Board discussion, a motion was made to send out the proposed flyer (with a spelling correction) with the Silver Streak.

Motion by Edna Scherf, second by Pat Schanzer. Motion carried - All in favor.

Charleen Heimann - There is a trip planned on the holiday next Monday. Can we use the building for waiting and lavatories?

Executive Director commented that Charleen has training in CPR, etc. and could handle emergencies. Consensus of the Executive Director and the Board was that Charleen could use a key for the front door to support the trip arrangements.

Janet Vito - When will we get answers to the questions before you now?

Larry Vito - Will the new procedure apply to the unanswered questions from December?

EXECUTIVE SESSION

Motion to go into Executive Session under Open Meetings Law section 105-1f with reason to discuss specific employees and their history.

Made by Dick Zelawski, Second by Gene Carlozzi. Motion carried - all in favor

Motion to accept salary recommendations of the Personnel Committee for all staff.

Made by Dick Zelawski, Second by Gene Carlozzi, Motion carried - all in favor.

Motion to return from Executive Session made by Don Stiglmeier, Second by Edna Scherf. Motion carried - All in favor

REPLYS TO AGENDA AND GOOD OF CENTER QUESTIONS - After discussion regarding various issues in the December meeting items, a motion was made for the Secretary to refer all questions, that were not answered in the meeting, to the Membership Committee shortly after the Board meeting for review with Board Committees and the Executive Director. The Membership Committee to review, research and prepare proposed Board replies to be submitted to the Executive Committee. The Executive Committee to review and refine the proposed replies for presentation to the full Board for approval under Old Business at the next meeting. Motion made by Sandy Baker, second by Barb Ucci. Motion carried - all in favor.

The Chairman referred all open member items from December 8 and from January 12 to the Membership Committee for review, research and recommendations for Board replies.

ADJOURNMENT

Motion to adjourn at 12:15 pm by Bill Westley, Second by Pat Schanzer Motion carried - All in favor.